Museums

National Endowment
for the Arts

Fiscal Year 1981

Application Deadline Calendar

The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies and programs, in addition to making recommendations on grant applications.

The goal of the Endowment is the fostering of professional excellence of the arts in America, to nurture and sustain them, and equally to help create a climate in which they may flourish so they may be experienced and enjoyed by the widest possible public.

Information about the Endowment and its programs is contained in the Endowment's Guide to Programs *which is available from:*

Information Office
National Endowment for the Arts
7th Floor, West Wing
2401 E Street, N.W.
Washington, D.C. 20506

December 1979

Category	Application Deadline	Notification Date	Earliest Project Beginning Date
Wider Availability of Museums	March 31, 1980	Oct. 1980	Oct. 1, 1980
Cooperative Programs	March 31, 1980	Oct. 1980	Oct. 1, 1980
Special Exhibitions	March 31, 1980	Oct. 1980	Oct. 1, 1980
Permanent Collections			
Utilization of Museum Collections	June 30, 1980	Dec. 1980	Jan. 1, 1981
Catalogue	June 30, 1980	Dec. 1980	Jan. 1, 1981
Preservation			
Conservation	June 30, 1980	Dec. 1980	Jan. 1, 1981
Collection Maintenance	June 30, 1980	Dec. 1980	Jan. 1, 1981
Training and Development			
Museum Training	Sept. 29, 1980	March 1981	April 1, 1981
Fellowships for Museum Professionals	Applications accepted throughout the year and reviewed quarterly.		
Museum Purchase Plan	Jan. 5, 1981	June 1981	July 1, 1981
Support Services			
Visiting Specialists	Applications accepted throughout the year and reviewed quarterly.		
Services to the Field			

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All museums are eligible to receive funds for projects primarily of artistic significance.
- The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications.
- The program will be responsive and remain flexible enough to consider any worthwhile project.

We Fund

- Museums.
- Organizations that perform museum functions.
- Organizations that serve or cooperate with museums.
- Museum professionals.

We Do Not Fund

- New construction.
- Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)

General Information

Please look through this book carefully for the categories best suited to your needs. Be sure to note the deadlines in each section. Applicants may submit more than one application in each category.

If you decide to apply for a grant, consult both the general instructions on how to apply (beginning on page 14) and the special application requirements that appear in each section. These requirements tell what supporting material you will need to send with your application. Do not send this material separately. After your application is received, it will be reviewed according to the process on page 3.

If you have questions or need any help with your application, write or phone this program. We can be reached at:

Museum Program
National Endcwment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6164

Eligibility Requirements
While accreditation by the American Association of Museums is not an eligibility requirement, the Endowment generally uses the definition of museums developed by the AAM: ". . . a non profit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

In addition to museums, organizations that serve museums, organizations that perform museum functions, state arts agencies, and regional arts organizations are also eligible to apply to the Museum Program. Applicant organizations must meet the Legal Requirements on page 13.

In general, organizations should be in operation two years prior to submitting an application. An organization may request support for the same project for up to three years by applying annually.

Only currently employed museum professionals may apply for fellowships.

Preparing your application
Describe your project clearly, using only the allotted space on the application form. Other comments may be included on additional sheets. Use standard-size type; do not use photoreduction to try to fit more words onto the application form.

Try to avoid using "jargon." The review process is greatly assisted by the use of simple language, which enables a direct and fair assessment of the project.

Applications for projects that may be esoteric or highly specialized in some way should be accompanied by sufficient written material or slides to enable the panelists reviewing the applIcations to make adequate judgments. If you have questions about the need for such supplementary material please write or call the Museum Program.

Scope of projects
Although the Endowment welcomes the vitality of new projects and activities, organizations may request assistance to strengthen existing programs or previously supported projects. Do not plan new programs that are beyond your means or that cannot be sustained without continued Endowment funding.

Matching funds
Grants to organizations may be used to pay no more than half the total cost of any project. Organizational grantees must match funds awarded to any project on at least a dollar-for-dollar basis.

Fellowships to individuals are made on a non-matching basis.

Continuing support
Panelists annually review all applications on their merits, and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Final reports
At the end of the grant period, the Endowment requires final reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Note on publications
The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publications Office of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher and reader.

For procedural information call or write:

Library of Congress
Descriptive Cataloging Division
Cataloging-in-Publication Office
Washington, D.C. 20540
(202) 426-6372

Application Review

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be "competing against itself" by submitting applications in more than one category.

After applications are received, they are checked for completeness by the Museum Program staff, and then reviewed by the appropriate Museum Grants Panel and the Museum Policy Panel. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Information regarding action taken on applications cannot be made available until after these groups have made their recommendations and the Chairman has reached a decision. Please do not seek information on the status of your request.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Changes in the Fiscal Year 1981 Guidelines

Applicants should take special note of revisions this year in the categories outlined below.

Wider Availability of Museums
The maximum grant amount for this category has been raised to $50,000. In addition, a special subcategory, Museums and the Media, has been established in order to encourage museums to use electronic media—film, radio, television—as a means of communicating with audiences.

Cooperative Programs
Museums may now apply for grants to plan as well as to implement long-term loans and exchanges.

Special Exhibitions
The ceiling on grant amounts for organizing institutions has been removed. The ceiling for borrowing institutions remains $20,000. Applicants should not, however, be discouraged from organizing small exhibitions.

Funding will now be available for documentation in addition to catalogues (e.g., through use of video), programs and events connected with exhibitions, and for publicity for exhibitions.

Utilization of Museum Collections
The grant ceiling has been raised to $100,000. Catalogues for temporary exhibitions of permanent collections will now be supported in this category.

Catalogue
The grant ceiling has been raised to $100,000.

Conservation
Support is now available for treatment projects executed within a museum's own conservation facilities. In-house support is no longer limited to purchase of equipment. Existing regional conservation laboratories are eligible for grants of up to $60,000. Generally, new regional laboratories and training centers will not be supported. Internships in conservation may be supported for more than one year.

Collection Maintenance
This category was previously called Renovation. The title has been changed to place emphasis on the care of collections. Grants will now be awarded on a dollar for dollar basis, although large projects will still require a higher match.

Fellowships for Museum Professionals
Applications will now be accepted throughout the year and reviewed quarterly.

Museum Purchase Plan
Museums may now submit one application per department, rather than one per institution. The minimum grant amount is now $2,500; the maximum has been raised to $25,000.

Wider Availability of Museums

This category is designed to help museums and other organizations develop or strengthen arts-related educational programs. Grants are awarded in three areas: Interpretation and Extension, Museums and the Schools, and Museums and the Media. All projects must rely on professional staff for their execution.

Interpretation and Extension projects are those that provide educational activities for the broadest number of participants. These activities may take place within museums or at other locations.

Museums and the Schools projects are those that call for cooperation between museums and their surrounding school districts.

Museums and the Media projects are those in which museums use electronic media—film, radio, television—as a means of communicating with audiences.

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Grant amounts
Grants of up to $50,000 are available.

Period of support
A grant period of one year is allowed. Projects should begin no earlier than October 1, 1980.

Deadline and announcement dates
Applications must be postmarked no later than March 31, 1980. Notices of approval or rejection will not be sent before October 1980.

Special application requirements
Complete the Wider Availability of Museums Supplementary Information Sheet (page 35) and return it with the application form.

Cooperative Programs

This category is designed to support a wide variety of projects that require cooperation between:

- Museums.
- Groups of museums.
- Museums and state or regional arts agencies.
- Museums and other nonprofit organizations.

Possible projects include:

- Decentralizing museum collections through extended loans from one museum to another. Grants may be used to pay staff costs for planning the projects, the cost of preparing objects for travel, shipping and insurance costs, staff time and travel, and other related expenses.
- Sharing museum staff among institutions.
- Providing a state arts agency, regional arts organization, or museum with funds for a museum coordinator who helps develop activities beneficial to museums. Grants may be used to pay for meetings and other planning activities that help solve the problems and needs of museums in a state or region.

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Grant amounts
Grants of up to $50,000 are available.

Period of support
A grant period of one year is allowed. Projects should begin no earlier than October 1, 1980.

Deadline and anouncement dates
Applications must be postmarked no later than March 31, 1980. Notices of approval or rejection will not be sent before October 1980.

Special application requirements
Describe clearly the nature of the cooperative project and outline the expected benefits.

Complete the Cooperative Programs Supplementary Information Sheet (page 37) and return it with the application form.

A letter of support from each cooperating institution must accompany your application.

Applications for funds for museum coordinators may include program as well as salary costs.

Special Exhibitions

This category is designed to help museums and other organizations develop and participate in exhibitions primarily of artistic significance. Grants may be used to pay for:

- The cost of planning and organizing an exhibition.
- Services of an outside specialist.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as performing arts activities and film and lecture series.
- Publicity.
- Costs for installation and related events, but not the rental fee, if a museum borrows an exhibition that was funded by an Arts Endowment grant. Rental costs may be included if the exhibition was not initially funded by an Arts Endowment grant.

Grants may not be used to pay for opening receptions.

Applications for support of temporary exhibitions of permanent collections should be submitted under Utilization of Museum Collections (see page 6).

Applications for support of long-term loans of collections should be submitted under Cooperative Programs (see page 4).

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Grant amounts
There is no grant maximum for organizing an exhibition. Grants of up to $20,000 are available to help institutions borrow exhibitions.

Period of support
Projects may begin between October 1, 1980 and September 30, 1981.

Deadline and announcement dates
Applications must be postmarked no later than March 31, 1980. Notices of approval or rejection will not be sent before October 1980.

Special application requirements
Complete the Special Exhibitions Supplementary Information Sheets (pages 39-42) and return them with the application form.

If you receive a grant for an exhibition that includes a catalogue, you must provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. Be sure to account for the 80 copies in your application budget.

Note on Indemnification
The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information contact:

Museum Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6164

Permanent Collections

The Museum Program helps museums make greater use of their permanent collections for the benefit of the communities they serve. Grants are awarded in two categories: "Utilization of Museum Collections" and "Catalogue."

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Grant amounts
Grants of up to $100,000 are available.

Deadline and announcement dates
Applications in the following two categories must be postmarked no later than June 30, 1980. Notices of approval or rejection will not be sent before December 1980.

Permanent Collections (Continued)

Utilization of Museum Collections

This category is designed to help museums install works from their permanent collections. Institutions that seek support for temporary exhibitions of permanent collections and accompanying exhibition catalogues should apply in this category.

Permanent collections, as defined here, include works:

- In storage.
- Recently received or acquired.
- Presently on view, which a museum wants to display more effectively.

Grants may be used to purchase materials needed for installation. However, they may not be used to pay for major structural modifications of a building.

Institutions that seek support for long-term loans of collections should apply under Cooperative Programs (see page 4).

Institutions that seek support for extensive conservation treatment of objects to be included in an installation should apply under Conservation (see page 7).

Period of support
A grant period of up to two years is allowed. The project should begin no earlier than January 1, 1981.

Special application requirements
Complete the Utilization of Museum Collections Supplementary Information Sheet (page 43) and return it with the application form.

If your application includes a request for catalogue support, you must also complete and return the Catalogue Supplementary Information Sheet on page 45.

Catalogue

This category is designed to support (1) the documentation of permanent collections and (2) the publication of catalogues or handbooks on permanent collections primarily of artistic significance. Grants may be used to pay for documentation, publication, or computerization.

"Documentation" means the cataloguing of uncatalogued or inadequately documented permanent collections. Applicants should consider documenting their collections in a format that can be converted to an existing data system.

"Publication" includes the research and preparation of catalogue copy for publication. The services of an outside consultant may be included in your budget, if appropriate. Publication of scholarly catalogues or handbooks is also eligible for funding. Applicants may wish to combine proposals for research and publication in the same application.

"Computerization" means putting catalogue information on a computer program. Only a few grants will be made for computerization of catalogues. Proposals will be judged on the applicant's ability to provide follow-up documentation on the advantages, problems, and costs of computerization. Applicants should indicate which computer program they intend to use and are advised to consult with the Museum Program before applying.

Applicants seeking support under Utilization of Museum Collections may include catalogue costs in those applications (see previous column).

Applicants seeking support for loan exhibition catalogues should apply under Special Exhibitions (see page 5).

Period of support
A grant period of two years is allowed. The project should begin no earlier than January 1, 1981.

Special application requirements
Complete the Catalogue Supplementary Information Sheet (page 45) and return it with the application form.

You must provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. Be sure to account for the 80 copies in your application budget.

Preservation

The Museum Program helps museums and other organizations preserve collections primarily of artistic significance. Grants are awarded in two categories: "Conservation" and "Collection Maintenance."

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Period of support
A grant period of one year is allowed, unless otherwise specified. Conservation internships of more than one year's duration are eligible for support. Projects should begin no earlier than January 1, 1981.

Deadline and announcement dates
Applications in the following two categories must be postmarked no later than June 30, 1980. Notices of approval or rejection will not be sent before December 1980.

Conservation

This category is designed to help museums meet their conservation needs. Grants support planning, conservation of collections, conservation training, and regional conservation laboratories.

Conservation Planning
These grants help museums and other organizations plan conservation programs or specific treatment of collections.

Grants of up to $10,000 are available. Applicants for these grants should complete the Conservation Planning Supplementary Information Sheet (page 47) and return it with the application form.

Conservation of Collections
Support is available for treatment projects executed both within and outside a museum's own conservation facilities. Requests for purchase of equipment should be submitted in a separate application.

Applicants for treatment projects should complete the Conservation of Collections Supplementary Information Sheet (page 49) and return it with the application form.

Conservation Training
These grants support:

- Existing training centers.
- Short-term training workshops for museum staff.
- Master-apprentice internship programs.

Conservation Training grants are awarded in amounts of up to:

- $150,000 for existing centers.
- $10,000 for short-term workshops.
- $10,000 for master-apprentice internships.

Applicants for these grants should complete the Conservation Training Supplementary Information Sheet (page 51) and return it with the application form.

Regional Conservation Laboratories
These grants support existing regional conservation laboratories—facilities that provide groups of museums with services they could not afford singly.

Grants are available in amounts of up to $60,000.

Applicants for these grants should complete the Regional Conservation Laboratories Supplementary Information Sheet (page 53) and return it with the application form.

Preservation (Continued)

Collection Maintenance

This category is designed to help museums solve problems in the areas of climate control, security, and storage. Grants are awarded for two types of projects: surveys and implementation.

Surveys should identify problems and recommend solutions. A survey must include a plan for renovation and cost estimates.

Grants for implementation support renovation projects after surveys have been completed.

Grants in this category are not awarded for:

- New construction.
- Renovation of galleries, except when directly related to climate control, security systems, or storage facilities.

Grant amounts
There are no set grant amounts in this category. Grants for survey projects must be matched dollar-for-dollar. Grants for implementation projects must be matched at least dollar-for-dollar, with substantial projects generally requiring a higher match. Wherever possible, implementation grants will be made through the Treasury Fund Method (see page 13).

Period of support
A grant period of one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects.

Special application requirements
Applicants for these grants should complete the Collection Maintenance Supplementary Information Sheet (page 55) and return it with the application form.

Training and Development

The Museum Program supports the training of museum professionals and technicians. Grants are awarded in two categories: "Museum Training" and "Fellowships for Museum Professionals."

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to proposals that specifically include training for people from minority groups.

Projects may include:

- Graduate-level programs in curatorial training, museum administration, or museum education, conducted jointly by museums and universities.
- Undergraduate programs, especially those for minorities or in special disciplines.
- Internships provided by a museum.
- Programs designed to prepare existing staff for more responsible positions.
- Apprenticeships to prepare students or staff for positions such as installer, preparator, framer, packer, and carpenter.
- Pilot programs for the training of volunteers, administered by professional museum staff.

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Grant amounts
Grants of up to $60,000 are available.

Period of support
A grant period of one year is allowed. Projects should begin no earlier than April 1, 1981.

Deadline and announcement dates
Applications must be postmarked no later than September 29, 1980. Notices of approval or rejection will not be sent before March 1981.

Special application requirements
Complete the Museum Training Supplementary Information Sheet (page 57) and return it with the application form.

Fellowships for Museum Professionals

This category supports leaves of absence ranging from one to 12 months. It allows museum professionals to conduct arts-related independent study or to travel, write, engage in community projects, or otherwise improve their professional qualifications.

Fellowships are not awarded to cover:

- Study or research directed toward a graduate degree.
- Expenses incurred in formal courses of study, workshops, seminars, or conferences.

Proposals directly related to a project of the employing institution should be made by the institution under the appropriate funding category, not by the individual under this category.

Eligibility
Professionals who have served on a museum staff for at least one year may apply.

Grant amounts
Fellowships will not exceed $20,000 and most will be for considerably less. They need not be matched. Grant amounts will be based on travel requirements, need for materials, and the portion of the applicant's salary not to be covered during the fellowship period.

Period of support
A fellowship period of one to 12 months is allowed. Fellowships should not be scheduled to begin before notification.

Deadline and announcement dates
Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

How to apply
Send three copies of the Individual Grant Application Form NEA-2 (Rev.) to:

Grants Office/MM
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

One copy must be the typed, signed original.

Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½" x 11") may be used to provide detail.

Attach to your application an itemized budget including salary, travel costs (including a detailed breakdown), and costs of materials, where relevant.

The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.

Submit with your application a statement from the director or, if the applicant is the director, the chairman of the board of your institution that:

- Grants you a leave of absence for the period of time specified in your application.
- Notes your present salary, and whether or not it will be continued during the proposed leave.

Also submit with your application the application acknowledgment and other cards inside the back cover of this booklet.

Additionally, have three individuals provide recommendations in support of your application. The forms on pages 71-75 of these guidelines should be used for this purpose. The individuals completing these forms should send them directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

A delay in the receipt of these recommendations will delay the processing of your application.

Taxability of fellowships
The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time.

A pamphlet entitled "Tax Information for American Scholars in the U.S. and Abroad" (Publication 520 of the Internal Revenue Service) is generally available at any IRS office. This booklet might be helpful to you in preparing an application for a fellowship.

The Endowment cannot advise you about the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue Service office.

Museum Purchase Plan

This category is designed to encourage museums to purchase works by living American artists. Grants help museums:

- Raise funds for acquisitions.
- Pay artists for their work.
- Increase public appreciation of contemporary American art.

Grant and matching funds must be used to purchase two or more works by living American artists. No other costs are allowable. Works may be in any medium, including painting, sculpture, photography, graphics, folk arts, crafts, industrial design, costume and fashion design, and film prints by independent filmmakers.

Eligibility
Museums that meet the requirements listed on page 2 may apply. Museums may now submit one application per department.

Grant amounts
Grants of $2,500, $5,000, $10,000, $15,000, $20,000, and $25,000 are available. A museum must match its grant at least dollar-for-dollar with new money raised specifically for the acquisitions mentioned in its application. This money must be raised after the application is submitted. Funds raised from the de-accessioning of works are not eligible as matching monies.

Deadline and announcement dates
Applications for the grant period July 1, 1981 to June 30, 1982 must be postmarked no later than January 5, 1981. Notices of approval or rejection will not be sent before June 1981.

If necessary, museums may request an extension of the grant period at a later date.

Special application requirements
Identify possible sources of new funds in your application.

Complete the Museum Purchase Plan Supplementary Information Sheet (page 59) and return it with the application form.

Grant recipients must agree that no work of art purchased with a grant from this category will be de-accessioned or otherwise disposed of during the lifetime of the artist unless it is traded to the artist for another work or works.

Until they submit final reports, applicants that have previously received grants in this category may not receive new grant money.

Support Services

The Museum Program strengthens the operations of museums by helping them obtain the services of visiting specialists. It also assists service organizations and programs not covered by other funding categories. Grants are awarded in two categories: "Visiting Specialists" and "Services to the Field."

Eligibility
Organizations that meet the requirements listed on page 2 may apply.

Deadline and announcement dates
Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

Other Arts Endowment Programs of Interest

Visiting Specialists

Grants in this category help museums obtain visiting specialists to provide temporary consultation services for a specific project. The specialist should be a person of considerable expertise and someone not employed by the applicant institution.

Specialists may work on projects such as:

- Researching a museum's permanent collection.
- Improving a museum's operations in areas such as administration, registration, and installation techniques (including lighting, handling, and storage).
- Establishing suitable museum library systems.
- Planning membership drives and other fundraising activities.
- Increasing and improving a museum's use of media other than print, such as film, video, radio, and television.
- Improving education and public service programs.
- Developing a graphics program.
- Finding ways to make a museum's building or programs more accessible to the handicapped.

Grant amounts
Grants of up to $15,000 are available.

Period of support
A grant period ranging from one to 12 months is allowed. Projects should not be scheduled to begin before notification.

Special application requirements
Complete the Visiting Specialists Supplementary Information Sheet (page 61) and return it with the application form.

Services to the Field

Grants in this category help organizations provide services to the museum profession. These services include research, publications (other than periodicals), workshops, and seminars. This category is also designed for projects that do not fit other categories in these guidelines.

Grant amounts
Grants of up to $30,000 are available.

Period of support
A grant period of one year is allowed. Projects should not be scheduled to begin before notification.

Special application requirements
If you apply to do research, you must demonstrate that this is new research and that the results will be published in order to serve the field.

Complete the Services to the Field Supplementary Information Sheet (page 63) and return it with the application form.

Challenge Grants
Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. These grants are available to institutions or groups of institutions that have shown a commitment to aesthetic excellence. Most recipients of Challenge Grants are already grantees of the National Endowment for the Arts. Organizations receiving Challenge Grants must match every federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. For information, contact:

Challenge Grants
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 632-4783

Visual Arts
The Visual Arts Program offers assistance in a number of areas which may be of interest to museums:

Photography Exhibitions: for support of photography exhibitions of contemporary or historical significance.

Photography Publications: to assist the publication of outstanding works of historical or contemporary significance in photography.

Photography Surveys: to commission photographers of exceptional talent to document aspects of the life or geography of a particular city or region; to research and retrieve historical photographs on a region; to exhibit or publish the results of successfully completed survey projects.

Artists, Critics, Photographers, and Craftsmen in Residence: for short-term stays by artists, critics, photographers, and craftsmen of national

reputation who instruct while practicing their profession.

Crafts Exhibitions: for support of crafts exhibitions of contemporary or historical significance.

For information, contact:
Visual Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-1566

Media Arts: Film/Radio/Television
The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. For information, contact:
Media Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6300

Design Arts
The Design Demonstration category of the Design Arts Program (formerly Architecture, Planning, and Design) offers assistance for design projects relating the visual and performing arts to the entire community. This continues and expands upon assistance previously available through the Program's Cultural Facilities Research and Design Assistance category. For information, contact:
Design Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-4276

Folk Arts
The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. For information, contact:
Folk Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-4282

Literature
The Residencies for Writers category of the Literature Program offers assistance to projects presenting published fiction writers, poets, and dramatists in long- and short-term residencies. For information, contact:
Literature Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6044

Music
The Music Program offers assistance to organizations that present jazz, new music, and chamber music ensembles. For information, contact:
Music Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6390

Dance Touring Program
Working with the state arts agencies, the Dance Program provides assistance to sponsors of dance companies in various locales throughout the country. Museums interested in sponsoring dance companies should contact their state arts agency for further information.

Special Projects
The Special Projects Program offers assistance to year-round multidisciplinary arts presenting organizations with professional staff. It also aids innovative interdisciplinary activities which are not eligible in other Endowment programs. For information, contact:
Special Projects Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6020

Institute of Museum Services
Department of Health, Education, and Welfare
Washington, D.C. 20202
(202) 245-9855

National Endowment for the Humanities
Division of Public Programs
Museums and Historical Organizations Program
Washington, D.C. 20506
(202) 724-0327

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
(202) 381-5512

National Science Foundation
Washington, D.C. 20550
(202) 632-5722

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

1. Are tax-exempt. Organizations qualifying for this status must meet the following criteria: (1) no part of net earnings may benefit a private stockholder or individual; (2) donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of state or local government must be submitted with each application.

2. Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in federally assisted projects. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally assisted education programs and activities. Organizations receiving Endowment support must file an Assurance of Compliance form with the Grants Office of the National Endowment for the Arts. (A form is provided in the back of this book.)

3. Pay prevailing wages. Organizations must comply with parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, which specifies that organizations must compensate all professional personnel, laborers, and mechanics on Arts Endowment supported projects in accordance with applicable labor standards, or their equivalent, as recognized by the appropriate union.

Methods of Funding

Two types of grant money are available to organizations applying under these guidelines: Program funds and Treasury Fund monies. They are both explained below.

Program Funds

Program fund grants to organizations usually must be matched at least dollar for dollar by nonfederal funds. Applicants must show (in Section X of the application) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Except for Museum Purchase Plan grants, budgeted funds, as well as newly raised funds, may be used to match the Endowment grant.

Treasury Fund Grants

Treasury Fund grants usually must be matched with at least three nonfederal dollars for each federal dollar. They are not available for projects or amounts of federal money different from those specified in the regular guidelines for each program.

Organizations requesting Treasury Fund grants, which help applicants generate or sustain nonfederal contributions, must be eligible under the guidelines of the appropriate program and must submit an application which goes through the same procedures as those for program fund grants. The applicant must also secure a pledge from a donor to make a donation to the Endowment, restricted for use by the applicant organization. If the applicant is recommended for a grant, this gift releases an equal amount from the Treasury Fund to be given to the grantee. Thus, the total official Endowment grant is made up of one-half Treasury Fund monies and one-half restricted gift. This total grant must in turn be matched again by the grantee, from earned or contributed income.

For example:

Donor's restricted gift to Endowment	$20,000
Amount released from Treasury Fund	+$20,000
Endowment grant	$40,000
Matching funds identified on application (may include earned income)	+$40,000
Total cost of project	$80,000

The Endowment may accept gifts or bequests of money or property. These are generally tax-deductible.

To apply for funds from the Treasury Fund, an applicant indicates on the application form that he is interested in Treasury Funds and lists in the Budget Request section the amounts and sources of income. The application is reviewed in the standard manner—by the appropriate panel, the National Council on the Arts, and the Chairman of the Endowment.

To simplify handling procedures, donors do not have to send their gifts directly to the Endowment. Following approval of the grant, the grantee may receive the donation directly and report the payment to the Endowment.

For additional information and copies of sample gift transmittal letters, contact:

Museum Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6164

General Allowability of Project Costs

Projects costs are all necessary costs incurred by the grantee in accomplishing the objectives of the grant during the grant period.

Examples of allowable and unallowable costs are outlined below.

Advertising costs
Only project-related advertising costs are allowable.

Bad debts
Any losses, whether actual or estimated, are unallowable.

Capital expenditures
The costs of buildings and repairs that materially increase the value or useful life of buildings are unallowable except when provided for in the grant letter. Grant money may not be used for investment in land, except with prior approval from the Endowment.

Communication costs
The costs of telephone services, telephone calls, telegrams, radiograms, cablegrams, postage, and the like are allowable.

Compensation for personal services
The cost of services by employees, rendered during the grant period, is allowable. This cost may include salaries, wages, staff benefits, and pension plans.

Compensation for professional services
The cost of professional services, rendered by individuals who are not employees of the applicant, is allowable when reasonable in relation to the scope of the project.

Contingency provisions
Grant increases will not be awarded to cover the costs of inflation or other contingencies.

Entertainment costs
The costs of social activities, entertainment, meals, lodging, rentals, transportation, gratuities, and exhibition openings are unallowable.

Equipment and other facilities
The costs of permanent equipment or other facilities are allowable where such purchases are approved by the Endowment. The term "permanent equipment" shall mean an item of property that has an acquisition cost of $300 or more and an expected usefulness of one year or more. (In some cases, the Endowment may reserve the right to title of permanent equipment.)

Interest
Interest paid on borrowed capital, however represented, is an unallowable cost. (Any interest accrued on federal money must be returned to the Treasury.)

Pre-award costs
Costs incurred prior to the project, whether or not project-related, are unallowable.

Collection maintenance costs
Costs of collection maintenance should be limited to those expenses directly related to climate control, security, and storage. Expenses such as lighting, floor covering, wall covering, acoustic ceilings, skylights, staircases, and payment of security guards are unallowable costs.

Transportation costs
The costs of freight, express, cartage, postage, and other transportation services related to the delivery of goods are allowable.

Travel costs
Travel and subsistence costs, incurred by permanent staff and consultants and necessary for the completion of the project, are allowable. All travel outside the United States must be by a U.S. flag carrier if service is available. All other travel outside the United States must be approved in writing by the Endowment in advance. Requests for approval of such travel should be addressed to:

Grants Officer
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

How to Apply

Organizations should send the following materials, as well as those listed in "Special application requirements" for your category, under one cover to:

Grants Office/MM
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

- Three copies of the Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original. See pages 16-19 for specific instructions on completing this form.
- The Internal Revenue Service determination letter for tax-exempt status.
- The Assurance of Compliance form (a blank form appears in this book). Because this form has been revised, all applicants must submit a completed form whether or not one has been submitted previously.
- The self-addressed application acknowledgment and other cards (see back of book).

No material submitted to the Endowment will be returned to the applicant.

(Individuals should refer to "Fellowships for Museum Professionals" on page 9 for instructions on how to apply.)

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964 [1], the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority [2] participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

[1] Title VI provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

[2] "Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

Instructions for Completing Organization Grant Application Form

These instructions are keyed to the numbered sections of the application form.

I. The Applicant Organization's Name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant organization as a unit of either state or local government.

II. Category Under Which Support Is Requested. Please indicate the appropriate category:
Wider Availability of Museums
Cooperative Programs
Special Exhibitions
Utilization of Museum Collections
Catalogue
Conservation
Collection Maintenance
Museum Training
Museum Purchase Plan
Visiting Specialists
Services to the Field

III. Period of Support Requested is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less.

IV. Summary of Project. In the space provided, specify clearly how the requested funds will be spent.

V. Estimated Number of Persons Expected to Benefit from this Project is the total audience members, participants, students, or others (excluding employees and participating artists) who are anticipated to benefit directly.

VI. Summary of Estimated Costs is a recapitulation of direct costs and indirect costs as shown on pages 2 and 3 of the application form. See Section IX for further explanation.

VII. Total Amount Requested from the Arts Endowment. The amount requested should be rounded down to the nearest $10. The Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources.

NEA 3 (Rev.) OMB-128-R0001

Organization Grant Application — **Museum Program**
National Endowment for the Arts
Applications must be submitted in triplicate and mailed to the Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Museum Program / Category under which support is requested:

III. Period of support requested
Starting ____ month ____ day ____ year
Ending ____ month ____ day ____ year

IV. Summary of project description (complete in space provided. Do NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

If applying for Treasury Funds, show the amount of federal money requested from the Endowment as well as gifts made to the Endowment.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.

VIII. Organization's Fiscal Activity.
A. Expenses should include Endowment projects funded and anticipated.
B. Revenues, grants, and contributions should include Endowment grants received and anticipated.

Units of larger organizations, such as university museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget Breakdown of Estimated Costs.

A. *Direct costs* are those which can be specifically identified with the project.

1. *Salaries and Wages* must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

2. *Supplies and Materials* include consumable supplies, raw materials for the fabrication of project items, and items of equipment costing less than $300 or with an estimated useful life of less than one year.

3. *Travel* must be estimated according to applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations.

4. *Permanent equipment* includes purchased equipment costing over $300 and with an estimated useful life of one year or more. Written justification should include a brief description of the items.

5. *Other* includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fees, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the requested period of support.

B. *Indirect costs* are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, 2401 E Street N.W., Washington D.C. 20506 or another federal agency. A copy of the agreement must accompany the application.

X. Contributions, Grants, and Revenues.
Specify all sources of matching funds.

A. *Contributions* include: (1) all anticipated cash donations for this project, except direct donations to the Endowment and (2) in-kind contributions at the fair market value or pro rata share of the fair market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. *Grants* include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.

C. *Revenues* include all other funds, regardless of source, expected to be used on this project.

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. To what other federal funding sources have you applied since October 1, 1979, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

Project director

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1 Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?

2 Have you summarized the project description in the space provided?

3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?

4. Have you provided required detail under Other Support section?

5. Has the application been signed and dated in appropriate places?

6 Have you attached an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

XI. State Arts Agency Notification. The Arts Endowment urges each applicant to advise its state arts agency that this application is being made.

XII. Application to Other Federal Funding Sources. Indicate any federal sources to which you have applied or intend to apply for support of the project or program outlined in your application.

XIII. Certification. The application must be signed by an official of the applicant organization with authority to legally obligate the organization.

The Privacy Act of 1974 requires us to furnish you with the following information: The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

NEA 3 (Rev.) OMB-128-ROOO1

Organization Grant Application
National Endowment for the Arts
Applications must be submitted in triplicate and mailed to the Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

Museum Program

I. Applicant organization (name and address with zip)

II. Museum Program / Category under which support is requested:

III. Period of support requested
Starting _____ (month day year) Ending _____ (month day year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. To what other federal funding sources have you applied since October 1, 1979, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you attached an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

NEA 3 (Rev.) OMB-128-ROOO1

Organization Grant Application
National Endowment for the Arts
Applications must be submitted in triplicate and mailed to the Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

Museum Program

I. Applicant organization (name and address with zip)

II. Museum Program / Category under which support is requested:

III. Period of support requested
Starting _____ (month day year) Ending _____ (month day year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. To what other federal funding sources have you applied since October 1, 1979, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you attached an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

NEA 3 (Rev.) OMB-128-ROOO1

Organization Grant Application
National Endowment for the Arts
Applications must be submitted in triplicate and mailed to the Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

Museum Program

I. Applicant organization (name and address with zip)

II. Museum Program / Category under which support is requested:

III. Period of support requested
Starting month day year **Ending** month day year

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Permanent equipment	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another federal agency

Rate_____% Base $_____ Amount $_____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. To what other federal funding sources have you applied since October 1, 1979, or do you intend to apply this year or next, for support of this project or program?

XIII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you attached an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

Assurance of Compliance with National Endowment for the Arts Regulations
under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972

_____(hereafter called the "Applicant") **Hereby Agrees** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance received from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

_____ _____
Applicant Applicant's mailing address

_____
_____

_____
By (President, Chairman of the Board, or comparable authorized official)

_____
Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

Wider Availability of Museums Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Is the program for which you are requesting support already in existence? If so, has it been evaluated and by what means?

2. Whom is this project intended to serve and how?

3. Please outline the goals of your institution and explain how this program complements those goals.

4. Will fees be charged for the services to be provided? If so, on what basis?

5. In the space below, please describe the qualifications of the individuals involved in this project.

6. Do you anticipate that funding for this same project will be requested from the Arts Endowment in future years? If so, will funds requested be on a descending basis?

7. Please describe how you will inform museums in other regions of the results of your program.

Cooperative Programs Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Please review the Special Application Requirements section under Cooperative Programs for additional materials to be submitted with the application.

Name of Applicant: _____

1. Is the program for which you are requesting support already in existence? If so, has it been formally evaluated by objective methods? Please describe.

2. Whom is this project intended to serve and how?

3. Will fees be charged for the services to be provided? If so, on what basis?

4. In the space below, please describe the qualifications of the individuals involved in this project.

5. Do you anticipate that funding for this same project will be requested from the Arts Endowment in future years. If so, will funds requested be on a descending basis?

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with these Sheets.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Dates:

2. What is the significance of this exhibition? How does it fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition.

4. Please list major works that will be included or are being considered, and indicate the degree of commitment of lending institutions. Approximately how many works will be in the exhibition?

5. Will the exhibition be circulated? If so, please list exhibitors. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance?

Name of Applicant: _____

6. Exhibition catalogue:

a) Who will write the catalogue essays?

b) What other major publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for? Is it designed for scholars or for the general public?

d) Catalogue format, costs, and revenues:

Total number of pages	_____
Black/white illustrations	_____
Color plates	_____
Total run	_____
Translation costs	$_____
Total cost	$_____
Unit price	$_____
Sales price	$_____
Anticipated revenues from catalogue sales	$_____

e) Total catalogue budget:

f) What other publications do you intend to prepare as part of the exhibition (brochures, gallery guides, etc.)?

g) Please include two examples of catalogues produced by your museum during the past two years.

h) How will the catalogue be distributed? Who will hold copyright?

7. Please describe what security measures will be undertaken to protect works in the exhibition.

a) Qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided):

b) Fire protection system:

c) Atmosphere control system:

8. Please describe any special methods that will be employed to enhance public response to the exhibition.

9. Please list anticipated revenues from this exhibition.

_____ Admission charges to exhibition
_____ Sale of catalogues/royalties
_____ Other
_____ **Total**

Utilization of Museum Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please attach one copy of:

a) a checklist or representative listing of the collection.

b) drawings of the proposed installation.

2. Please describe the need for this project.

3. Has the museum undertaken similar projects previously? If so, describe them.

4. Has the collection ever been exhibited? If so, when and under what circumstances?

5. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project.

6. If your application includes a request for catalogue support, you must also complete the Catalogue Supplementary Information Sheet which follows.

Catalogue Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" x 11") with this Sheet.

Name of Applicant: _____

1. Please attach one copy of:

a) a checklist or representative listing of the collection to be catalogued.

b) existing catalogues of all or part of the collection involved (these cannot be returned).

2. Please describe the need for this project.

3. In the space below, please describe the qualifications of the cataloguer.

4. Catalogue format, costs, and revenues:

Total number of pages	_____
Black/white illustrations	_____
Color plates	_____
Total run	_____
Translation costs	$_____
Total cost	$_____
Unit price	$_____
Sales price	$_____
Anticipated revenues from catalogue sales	$_____

5. How will the catalogue be distributed? Who will hold copyright?

Conservation Planning (Surveys/Technical Consultation) Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please attach one copy of a checklist or representative listing of works in the collection.

2. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below.

3. How much have you budgeted over each of the last three years for conservation of the permanent collection?

Conservation/Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe your conservation needs.

2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below.

3. Please attach information on the work(s) to be treated and the nature of the treatment, and provide condition reports.

4. How much have you budgeted over each of the past three years for conservation of the permanent collection?

Conservation/Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

4. Please provide information (below or in an attachment) on the placement of members of the most recent graduating class.

Conservation/Regional Conservation Laboratories Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please describe the cooperative nature of your regional laboratory association, confederation, etcetera.

2. What organizations do you serve? Please attach copies of any signed agreements that you have with these organizations.

3. Please describe (or attach materials providing) the qualifications of your staff members.

4. Please describe your laboratory facilities and equipment.

5. When do you estimate your organization will be self-supporting?

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe your institution's collection.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below.

3. Please attach one copy of:

a) estimates for survey projects;

b) completed surveys and bids or contracts for Implementation projects.

Museum Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program.

4. Please describe any intern program or other on-the-job training included in your program.

5. To what degree do professionals from cooperating museums participate in course planning and teaching?

6. Please outline below or attach material indicating museum positions currently held by members of the three most recent graduating classes.

7. Please attach a syllabus of the courses offered. Include reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Museum Purchase Plan Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please describe the types of works or specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, submit a list of artists you are considering.

2. What recent exhibitions of contemporary American art have been organized by your museum? Please send one sample catalogue of each exhibition if possible.

3. Please list a number of the more important works by contemporary American artists acquired by your museum without Arts Endowment assistance within the last three years.

4. Who will be responsible for selecting works purchased under this plan? Please describe his/her qualifications in the space below.

Visiting Specialists Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. How is this project related to other activities of the museum?

2. Who will the visiting specialist be and what are his/her qualifications? If you are considering a number of people for this project, please provide their names and qualifications. In all cases, please include with your application a statement from the visiting specialist confirming his/her availability.

Services to the Field Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Is the program for which you are requesting support already in existence? If so, has it been evaluated and by what means?

2. Whom is this project intended to serve and how?

3. Will fees be charged for the services to be provided? If so, on what basis?

4. In the space below, please describe the qualifications of the individual(s) involved in this project.

5. If this program is to be a continuing one, how will it be funded in the future?

6. If this is an experimental or research project, what are the plans for disseminating the results?

7. If the project is a seminar, course, or workshop, please attach a copy of the syllabus.

Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

Applications must be submitted in triplicate and mailed to the Grants Office/MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

Description of proposed activity

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ **Date** _____

Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

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Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

Description of proposed activity

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Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

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Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ **Date** _____

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National Endowment for the Arts

Fellowships for Museum Professionals

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Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
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Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ **Date** _____

Recommendation for Applicant under the Fellowships for Museum Professionals Program

Name of Applicant: _____

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
(please type)

Address: _____

Signature: _____ Date _____

This form should be returned directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Note to Applicant: Be sure to attach description of proposed project to this form.

Name of Applicant: _____

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
(please type)

Address: _____

Signature: _____ Date _____

This form should be returned directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
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Washington, D.C. 20506

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Name: _____
(please type)

Address: _____

Signature: _____ Date _____

This form should be returned directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Note to Applicant: Be sure to attach description of proposed project to this form.

_____ Date _____

Application Number—Endowment use only

Museum Program

Applicant/Organization
(IRS Name) _____

Project Category _____

Amount Requested _____

Total Project Costs _____

Do not separate

Please address the reverse side of this card to yourself.
Complete and return this entire card with application. Do not separate.

_____

(Project Description)

This is to acknowledge receipt of your application to the National Endowment for the Arts. In all future inquiries please refer to your application number which is:

_____ Date _____

Application Number—Endowment use only

National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

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for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

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